Irfan Ahmed - ACCA

Flate A-404, 4th Floor syed heights
block 12 gulistan johar Karachi,
Pakistan
+92-(0)300-3520172
irfann.acca@gmail.com

Dear Sir/Madam

This letter is to introduce myself to an available position in your organization. My diversified and in-depth professional work experience at **Enar Petroleum Refining Facility** and other reputable organizations coupled with a record of outstanding performance at both professional and academic levels has enabled me to present myself as a potential candidate for a suitable position in your organization.

Being **ACCA Qualified Member**, with a unique working exposure of **more than 7 years**, I have been consistently providing professional services at the organization that proves my determination and demonstrates my unyielding commitment to work hard for the accomplishment of my goals. I offer a good blend of professional experience, requisite knowledge, and skills to become a vital member of your organization.

Presently, I am working as an **Executive Finance and Accounts** in the Finance Department of **Enar Petroleum Refining Facility**. I have led teams through the planning, and preparation of financial reporting. This exposure to a wide spectrum of organizations, with a variety of work experiences has provided me with an insight into the key business processes within an organization, accounting, and internal control systems, and regulatory as well as accounting frameworks of an array of industries. Moreover, it has enriched me professionally and equipped me with the qualities needed to deal with a variety of situations in an innovative, effective, and efficient manner.

I am looking for a career opportunity that is commensurate with my skills and qualification and that can provide me with a competitive working environment coupled with the opportunity for career growth. The attached CV further explains my skills and experience.

Thank you for taking the time to consider my application. I would appreciate the opportunity to further discuss how I can best meet the needs and expectations of your organization.

Regards,

Irfan Ahmed
ACCA

Encl: CV

IRFAN AHMED, ACCA

Address (Current): Flat no A-404, 4th Floor syed heights block 12 gulistan johar Karachi.
Address (Permanent): House no 155/18 Ghaibi khan chandio muhalla larkana
Contact: +92-300-352-0172
Contact: +92-331-344-1592
Email: irfann.acca@gmail.com

CAREER OBJECTIVE

To serve in a professionally challenging environment through the utilization of my technical, analytical, and interpersonal communication skills in a manner that positively benefits the organization's goals and objectives and contributes to my career development.

PROFESSIONAL AND ACADEMIC EDUCATION

Particulars	Institute	Year	Status/Achievements
Association of Chartered Certified Accountants (ACCA)	*Association of Chartered Certified Accountant-ACCA*	2017	ACCA **Member**
Master of Economics	*Shah Abdul Latif University Khairpur*	2013	Secured **2nd Division**
Bachelors of Commerce (B.Com)	*Shah Abdul Latif University Khairpur*	2011	Secured **1st Division**
Intermediate - Commerce	*BISE Larkana*	2009	Secured **B Grade**
Matriculation- Science	*BISE Larkana*	2007	Secured **A Grade**

PROFESSIONAL EXPERIENCE

Enar Petroleum Refining Facility. — ***Executive Finance & Accounts*** — ***09, Nov 2020 to date***
Oil and Petroleum Sector

I have been associated with *Enar Petroleum Refining Facility*. Since November 2020. During my association with EPRF, I am responsible for all facets of accounts, tax, and pre-audit-related matters.

A brief overview of major responsibilities associated therewith is as follows:

- Prepare financial statements, profitability reports, and financial forecasts of the facility.
- Ensure that the organization's financial records and recordkeeping methods are in compliance with applicable standards and regulations.
- Periodically review the organization's financial reports and identify opportunities for cost reduction.
- Analyze market trends and identify opportunities for growth/expansion.
- Pre-audit/ concurrence of all the required documents to ensure their accuracy and compliance with facility regulations.
- Stock Count Audit of inventory of the store, fixed assets, final products (HSD, gasoline, etc), and crude oil (raw material) quarterly basis to check its completeness.
- Look after maintaining of ledger & other books of accounts of the Facility
- To monitor financial & bank transactions and also reconcile the bank accounts.
- Prepare the schedule of Depreciation of fixed assets of the Facility.
- Ensuring timely filing of returns such as WHT Tax, Sales Tax, Excise, Service Tax, and Income Tax as per the relevant act.
- To keep vigilance on expenditures in relation to Budget Provisions re-appropriation if required.
- To prepare detail of each head of an account of balance sheet and income and expenditure.
- To prepare and disburse monthly salary of the Facility and issue payslips to staff and input of payroll journal to the general ledger.
- Verify items billed against items ordered and received and reconciles differences through follow-up with the vendor and the concerns.
- Reporting to CFO.

PPHI SINDH *District Office Sanghar* *NPO-Public Private Partnership*	***Executive Finance & Accounts***	***26, Feb 2020 to 04, Nov 2020***

I led the overall district with a team member and got a chance to be a part of a multicultural workspace. Overall, this job was a great step forward in my professional career in terms of time management, administration, team management, pressure handling, and development of communication skills. Throughout my stay, I was the district In-charge of the accounts, admin, procurement, audit, and HR of **PPHI SINDH District sanghar.**

My essential responsibilities include:

- Managing the timely preparation and presentation of statutory books of accounts, financial statements, and annual reports, ensuring conformance to regulatory accounting standards.
- Formulating budgets and conducting variance analysis to determine the difference between projected & actual results and implementing corrective actions.
- Preparation of Annual budget of district unit and analysis of the expenditure to overestimated budget.
- Look after maintaining of ledger & other books of accounts
- To monitor financial & bank transactions and also reconcile all bank accounts of the unit.
- Prepare the schedule of Depreciation of fixed assets of the unit
- Ensuring timely filing of returns such as WHT Tax, Excise, Service Tax, and Income Tax as per the relevant act.
- Preparing funds flow and cash flow statements to monitor the inflow & outflow of funds and ensure optimum utilization of available funds towards the accomplishment of corporate goals.
- To prepare detail of each head of an account of a balance sheet, Grants, other income, and expenditure.
- To prepare and disburse monthly salary and issue payslips to staff and input of payroll journal to the general ledger.
- Verify items billed against items ordered and received and reconciles differences through follow-up with the vendor and/or other employees.
- To prepare the receipts, payments, and journal vouchers along with supporting documents.
- To supervise overall admin and procurement activities in the Unit office.

SZABIST Larkana Campus **Educational Sector/University**	**Finance Officer** **Head of Department**	**15, Dec 2016 to 25, Feb 2020**

I led the overall Finance department of the university Larkana campus with team members and got a chance to be a part of this prestigious university. This job was a great step forward in my professional career in terms of time management, team management, and the development of communication skills. Throughout my stay, I was the head of the department of accounts and procurement departments, of **SZABIST Larkana Campus.**

My essential responsibilities include:

- To Post the Payment/Petty Cash on Peachtree (through payment/petty cash vouchers)
- To withhold the income tax of vendors, employees, and other part-time service providers as per the income tax ordinance.
- To post the WHT on the E-FBR website and disburse the payment to income tax authorities through PSID on monthly basis.
- To Make a Yearly budget of all sections and to make monthly and yearly budget utilization reports.
- To accrue the tuition fees, admission, and other related fees as per accounting standards & SZABIST policy.
- To receive the tuition fees, admission, and other related fees and keep its proper books of accounts and reconciliations.
- To maintain bank reconciliation of all bank accounts.
- To prepare monthly cash flows for the inspection of the HoC.
- To keep vigilance on expenditures in relation to Budget Provisions.
- To prepare detail of each head of an account of balance sheet and income and expenditure.
- To prepare the annual budget along with the actual position of income and expenses against the budget on monthly basis.
- To maintain the fixed asset register, provident fund register, and checkbook register.
- To prepare and disburse monthly salary and issue payslips to staff and input of payroll journal to the general ledger.
- Verify items billed against items ordered and received and reconciles differences through follow-up with the vendor and/or other employees.
- To prepare the receipts, payments, and journal vouchers along with supporting documents.

Additional Charge as Procurement Officer at SZABIST Larkana Campus (September 2018 to November 2019):

- To examine the specification given by the user, sources of supply, and price negotiation.
- To initiate and maintain effective and professional relationships with suppliers.
- To Maintain close communication between Procurement personnel and the user department.
- To Obtain and Purchase goods at the lowest possible total end-user cost, price, service, quality, and delivery.
- To prepare the Comparative statement with all supporting documents (Quotations and Requisition).
- To Prepare the Purchase Order of the approved comparative statement and sent it to the supplier.
- To Prepare the Good Receive Note against goods received.
- To resolve the complaints relating to the procurement of assets and services.
- To assist management of fixed assets to safeguard SZABIST's property from misappropriation and misuse.

SZABIST *ZABtech iTVE Larkana*
Educational Sector/Institution

Accounts Officer

1st,***Jan 2016 to 14, Dec 2016***

I was the overall in-charge accounts of this institute and was solely looking after the accounts and finance matters during my stay I learned many new things due to the government projects and handle auditors and their observations (management audit, external audit, and government audit) even successfully settled all audit para's during my stay. Overall, this job was a great step forward in my professional career in terms of learning, dealing with auditors, pressure handling, and developing communication and writing skills. Throughout my stay, I was the In-charge of the accounts section of **SZABIST ZABTech iTVE Larkana.**

My essential responsibilities include:

- To receive the tuition fees, admission, and other related fees and keep its proper books of accounts and reconciliations.
- To record, keep and maintain books of accounts of all in-sourced training.
- To maintain the cash book, ledger, and other subsidiary records.
- To prepare financial statements, budgeting, and whatever support is necessary to the Management.
- To maintain vouchers and keep the sanctions on record.
- To maintain bank reconciliation of all bank accounts.
- To prepare monthly cash flows for the inspection of the principal and Internal Auditor.
- To keep vigilance on expenditures in relation to Budget Provisions.
- To prepare detail of each head of the account of balance sheet and income and expenditure.
- To prepare the annual budget along with the actual position of income and expenses against the budget on monthly basis.
- To maintain the fixed asset register, provident fund register, checkbook register, and store register.
- To prepare and disburse monthly salary and issue payslips to staff and input of payroll journal to the general ledger.
- Verify items billed against items ordered and received and reconciles differences through follow-up with the vendor and/or other employees.
- To prepare the receipts, payments, and journal vouchers along with supporting documents.
- To act as a member of the Procurement Committee, and other committees as decided by the principal.
- Maintain Petty Cash
- Tax E-Payments(E-Filling)
- Record All Transactions in Peachtree Accounting Software.

SZABIST *ZABtech iTVE Larkana*
Educational Sector/Institution

Accounts Assistant

1st,***Jul 2015 to 31, Dec 2015***

I was the assistant accounts of this institute and was assisting the accounts and finance matters during my stay I learned many new things as this was my initial job and everything was challenging and essential for my career growth, this job was a great step forward in my professional career in terms of learning, career growth, pressure handling and development of communication and writing skills. Throughout my stay, I was initially appointed as an assistant but due to my quick learning, a got promoted to accounts officer which was my big achievement in a very short term period in **SZABIST ZABTech iTVE Larkana.**

My essential responsibilities include:

- To Assist the Accounts Officer in receiving the tuition fees, admission, and other related fees and keep its proper books of accounts and reconciliations.
- To record, keep and maintain books of accounts of all in-sourced training.
- Assist Accountant for maintain the cash book, ledger, and other subsidiary records.
- To maintain bank reconciliation of all bank accounts.
- Assist to prepare monthly cash flows for the inspection of the principal and Internal Auditor.
- Verify items billed against items ordered and received and reconciles differences through follow-up with the vendor and/or other employees.
- To prepare the receipts, payments, and journal vouchers along with supporting documents

A.R Suriya *chartered Accountants & Co*
Audit Firm
2015

Audit Trainee/Internee

1st Dec 2014 to 31, Jan

My essential responsibilities include:

・ Lucky Tex Pakistan Pvt limited (Stock Count Audit)

- Accomplish all Tasks Given by the senior.
- Filling Documents
- Maintenance Of Records Through Out the Audit
- Audit Of Inventory

EXTRA-CURRICULAR / ACHIEVEMENTS

- Scholarship Interview Committee member in SZABIST Larkana Campus.
- Attended the webinar on Income Tax Returns - Registering, Filing, and revising on 15th October 2018 conducted by ACCA.
- Conducted workshop of BBA-2 Students on (Peachtree Accounting Software) as a Trainer (Dated:15/11/2017) at SZABIST Larkana Campus.
- Organized Workshop (IAS/IFRS) as a Trainer at Sindh University Larkana Campus.
- Organized One day Workshop (Peachtree Accounting Software) as a Trainer at SZABIST ZABTech (iTVE) Larkana.
- Attended the workshop on Income tax E-filing on 28th October 2017 at SZABIST Larkana Campus.
- Invigilated the 6th batch of YPIP (OG-2) at SBP BSC test held on 1st January 2016 at SZABIST Larkana Campus Conducted by IBP.
- Invigilated the Medical entrance test held on 6th November 2016 at PTS Larkana Ground Conducted by NTS.
- Attended the Seminar of CASP 2016 on awareness of HIV AIDS (2nd Conference on AIDS in Sindh, Pakistan) at Regent Plaza Karachi.
- Regularly participated in various debate and speech competitions at the school level and college level.
- Regularly participated in sports activities and various charity events.
- Interested in watching movies and series, reading books, newspapers, and magazines.

PERSONAL DETAILS

Marital Status : Single
Date of birth : December 11, 1991
Gender : Male
Nationality : Pakistani

Languages : English, Urdu, and Sindhi
Geographical Preference : Can relocate and travel abroad for official assignments and am comfortable working in a multicultural environment.

REFERENCES

Will be made available upon request.

Application no:

JOB APPLICATION FORM

1. Position Name (along with location) Applied for: Accounts Officer
2. Name (Capital letters): IRFAN AHMED
3. Father Name: Ghulam Murtaza Shaikh
4. C.N.I.CNo.43203-6002692-1 Date of Birth: 11-Dec-1991
5. Phone(with city code)/Mobile: 03003520172 Email: irfann.acca@gmail.com
6. Permanent Address: House no 155/18 Ghaibi khan chandio muhalla larkana
7. Present Address: Flat no A-404, 4th Syed heights munwar chowrangi block 12 gulistan-e-johar karachi
8. Academic Qualifications (*High School / Matric onwards*).

Ser	Degree/ Diploma/ Certificate	Institution/ College/ University	Year of Passing	Marks obtained	%age / grade	Field of Study
1	Matriculation	BISE Larkana	2007	605	A	Science
2	Intermediate	BISE Larkana	2009	716	B	Commerce
3	Bachelors	SALU Khairpur	2011	925	1st	Commerce
4	Masters	SALU Khairpur	2013	551	2nd	Economics
5	**Certificate/Mcom Equivalent**	**ACCA**	**2017**	**754**	**2nd**	**Accounts and Finance**

9. Related Experience (Post qualification).(Please attach separate sheets if necessary).

Sr	Institution/ Employer	Position Held	Job Period		Pay Drawn Per month	Description of major assignments/tasks	Reason of Leaving
			From	To			
1	**Enar Petroleum Refining Facility**	**Executive Finance & Accounts**	**09-Nov-2020**	**Up-to-date**	**150,000/=**	**Financial Reporting, Payment, JV's and Tax**	**Currently Working**
2	PPHI Sindh	Executive Finance & Accounts	26-Feb-2020	04-Nov-2020	72,250/=	All Finance, Accounts and Admin work	Relocation to Karachi
3	SZABIST	Finance Officer	15-Dec-16	25-Feb-2020	47,740/=	All Finance work	Promoted Position
4	SZABIST ZABTech	Accounts Officer	1-Jul-15	14-Dec-16	31,500/=	All Accounts Work	Promoted

10. Relevant Trainings/Courses etc. (Please attach separate sheets if necessary)

Ser	Training / Courses attended	Institution	Year	Duration Period	Major Areas/ Subject
1.	Accounting Software	E sharp	2015	3 mos	Peachtree, Tally and Quick books
2.	CIT	SZABIST ZABTech	2015	4 mos	Office Automation
3.	IT	BISE larkana	2009	1 year	Ms Office

11. Do you have any disability / disease (If yes then please provide details)**no**

12. Expected Salary (Rs.) **As per the Organization Policy and more than current**.
13. Please attach your CV / Resume.

Dated: 20/12/2022

IRFAN AHMED
Signature of Applicant

CONFIDENTIAL